

~~CONFIDENTIAL~~

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400130001-2

13 November 1952

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR PERSONNEL

ATTENTION: Classification and Wage Administration Division

SUBJECT : Request for Changes in T/O: Office of National Estimates

1. It is requested that the following changes in the current T/O of this Office be approved:


a. That Positions D24.09 and D24.10 (both GS-15, Intelligence Officer) be deleted from the General Group of the Estimates Staff, and that two new positions at grade GS-14, Intelligence Officer (probably to be numbered D26.04 and D26.05) be added to the Specialist Group of the Estimates Staff. Our experience in recent months has indicated that in terms of the General Group's supervisory function over area units of the Specialist Group, the two GS-15 positions indicated above may be deleted. We have found that in actual operation our paramount need is additional positions in the Specialist Group. (see also b. below)

b. That Position D22 (GS-9, Publications Editor) be deleted from the office of the Chief, Estimates Staff, and that one new position at GS-11, Intelligence Officer (probably to be numbered D29.03) be added. This request also reflects our need for additional strength in the Specialist Group.

c. That Position D32 (GS-6, Clerk-Typing) be reclassified as GS-7, Research Assistant (probably to be numbered D31.05). It may be recalled that approximately a year ago this position was under review and was subsequently classified as GS-6. This Office concurred in your decision. After a lapse of nearly a year, however, during which time the incumbent has been working primarily on research projects and has, in the opinion of her superior, accomplished these satisfactorily, we now request a re-examination of this matter.

2. Appropriate members of this Office will be available, upon your request, to discuss any or all of the above items.

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D/Asst. Director/Adm.
National Estimates

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Security Information

OFFICE OR STAFF		OFFICE CODE		REQUEST		DATE		CONTROL NO.		Page of Pages	
ONE		D		1999/09/20		CIA-RDP78-02568A000400130001-2		833			
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION			
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE				
<u>ESTIMATES STAFF</u> <u>OFFICE OF THE CHIEF</u>			<u>ESTIMATES STAFF</u> <u>SPECIAL GROUP</u>								
Publications Edit	GS-010-9	D-22	Intel Officer	GS-132-14	D 26.04	(Place on T/O after 26.03)					
<u>GENERAL GROUP</u>			Intel Officer	GS-132-14	D 26.05	(Place on T/O after 26.04)					
Intel Officer	GS-132-15	D 24.09	Intel Officer	GS-132-11	D 29.03	(Place on T/O after 29.02)					
Intel Officer	GS-132-15	D 24.10	Intel Officer	GS-132- 7	D 31.05	(Place on T/O after 31.04)					
<u>SPECIAL GROUP</u>											
Clerk-Typing	GS-301- 6	D 32									
Requested by memorandum from ONE dated 13 November 1952, and concurred in by O&M 4 December 1952.											
This does not affect Office totals or ceilings.											
NEW OFFICE TOTALS			APPROVAL								
Office Total			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.								
Office Ceiling			Chief, Class. & Wage Div.								
FORM NO. 30-25 SEP 1952			T/O CHANGE AUTHORIZATION DEC 12 1952								